

## **Job Description**

**Post:** .Net Programmer

**Department:** Multimedia Learning Resources

**Grade:** SEO/HEO (depending on experience)

**Reports to:** Project Manager

### **1 Scope**

1.1 The .Net Programmer carries a broad range of key operational responsibilities within the Multimedia Business Unit. All activities of the post holder will support the achievement of Section, Team, Business Unit and Corporate objectives.

### **2 Key corporate responsibilities**

2.1 To contribute fully, at the appropriate level, to the operations of the relevant Business Unit in order to achieve the objectives of CCEA's Corporate and Operational Plans.

2.2 To contribute fully, at the appropriate level, within the relevant Business Unit to CCEA's:

- (i) accountability and performance management framework;
- (ii) risk management framework;
- (iii) quality management framework; and
- (iv) communications management framework.

The post holder will ensure the compliance of self and, where appropriate, others with these frameworks such that they support the achievement of CCEA's Corporate and Operational objectives.

2.3 To assist the relevant line management, Business Unit Manager, Director and Executive Team in supporting the functions and responsibilities of CCEA and all of its committees.

2.4 To ensure that CCEA secures value for money from the resources available to it.

2.5 To ensure, as appropriate to the level of the post, that CCEA operates an effective and transparent system of decision-making which includes a robust challenge function at all levels.

2.6 To contribute fully, as consistent with the scope of this role, to the full range of the Business Unit's work in relation to business improvement models including ISO, liP and Customer Excellence, taking ownership, where applicable, for

formal documentation, policies, practices, procedures, records, reports and statistical information. The post holder will be required to identify measures and targets to develop meaningful approaches to benchmarking consistent with a culture of continuous improvement

- 2.7 To be responsible for maintaining CCEA records in accordance with the ISO Overview Procedure and to become familiar with records management practices and the implication of the Freedom of Information (FoI) and Data Protection (DP) Acts.
- 2.8 To contribute to the effective discharge of the Section 75 duties in line with CCEA's Equality Scheme.
- 2.9 To carry out any other duties, as appropriate to the level of the post, to support the achievement of CCEA's objectives as directed by line management, Business Unit Managers and Executive Team.

### **3 Key accountabilities**

The post holder will:

- 3.1 develop robust business applications and provide leadership in programming techniques that ensure Multimedia Learning Resources delivers quality products that can compete within the market place, taking into account security requirements;
- 3.2 improve existing web applications;
- 3.3 test and deploy web applications;
- 3.4 ensure timely and cost effective solutions are delivered using the resources available;
- 3.5 develop and present successful proposals to clients and represent Multimedia Learning Resources both internally and externally;
- 3.6 keep abreast of all technologies that CCEA can usefully employ to the advantage of our stakeholders;
- 3.7 take full ownership of specified elements of Multimedia Learning Resources project activity, as directed by the project managers;
- 3.8 deliver initial training to users and deliver on-going support for web applications;
- 3.9 provide leadership and guidance to programming staff;
- 3.10 identify and recognise barriers to project progress and completion of milestones and deliverables, ensuring corrective action is taken in consultation with stakeholders.

#### **4 Key people management responsibilities**

The post is not a line management role.

However, the post-holder will:

- 4.1 co-ordinate and monitor the output and work of others in relation to work within and outside the business unit;
- 4.2 communicate clearly Corporate, Operational, Team, Section and individual objectives and contribute to the performance of staff within the Business Unit;
- 4.3 have due regard at all times for the health and safety of self and others within the relevant section, team, Business Unit and organisation in general.

#### **5 Key financial management responsibilities**

- 5.1 The post holder will support and be accountable to the Business Manager for aspects of budgetary planning and control. The post holder will monitor and report on aspects of budgetary control in relation to the scope of this role.